



**DEFENSE LOGISTICS AGENCY  
DEFENSE ENERGY SUPPORT CENTER  
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Fort Belvoir, Virginia 22060-6222**

**Instruction Number: DESC-I-24**

**June 12, 2007**

**Requesting Access to DESC Automated Information System (AIS) Applications**

1.0. Supersession: This interim instruction supersedes DESC-I-24 dated May 6, 2006. Paragraphs with changes are flagged with a bold line at the right margin.

1.1. General: Personnel requiring access to any DESC Automated Information System (AIS) application must submit their requirement for system access using DD Form 2875, System Authorization Access Request (SAAR). This operating procedure is not applicable to requests for access to the DLA /DESC local area network (LAN) or for commercial fuel vendors/suppliers that only need access to Bulk PORTS or Ground PORTS to submit a DD Form 250 invoice for fuel shipments.

1.2. DoDI 8500.1, Information Assurance (IA), mandates that all individuals requiring access to any Department of Defense (DoD) AIS have a favorably adjudicated investigation. Foreign nationals must also have a favorably adjudicated investigation to be granted access to a DESC AIS.

1.2.1. At the present time, the only Command or Installation level users of a DESC AIS that require IT Level II investigation are those users that are responsible for maintenance of the USAF Line-of-Accounting table data in the Fuels Automated System (FAS) Enterprise Server (FES). DESC System Administrators, program developers, and Information Assurance (IA) personnel may also require IT Level I or Level II depending on their responsibilities. All other Command and Installation level users require IT Level III. Oracle Government Financials (OGF) and Oil Enterprise Downstream (OED) users require IT Level II.

1.3. DESC System access will be restricted to only users with valid requirements for access to the application based on job responsibilities. See section 6 below for responsibilities relevant to validation of and approval of a SAAR.

**1.4. References:**

1.4.1. DoDI 8500.2 IA Implementation

1.4.2. DoDD 8500.1, Information Assurance

1.4.3. DoD 5200.1-R, DoD Information Security Program

1.4.4. DoD 5200.2-R, DoD Personnel Security Program

1.4.5. CJCSM 6510.01, Defense-In-Depth: Information Assurance (IA) and Computer Network Defense (CND)

1.4.6. Forms:

1.4.6.1. DD Form 2875, System Authorization Access Request (SAAR)

1.4.6.2. DLA Form 1811, System Access Request (obsolete and replaced by DD Form 2875)

1.4.6.3. DLAH Form 1728, Request for HQ Complex Contractor's Badge

**1.5. Internet Protocol (IP)/E-Mail Address Restrictions:** All system users must have access to a ".mil" or ".gov" e-mail address to receive newly assigned User IDs and passwords for AIS user accounts. Additionally, User IDs and Passwords will not be forwarded to joint user group e-mail addresses. These restrictions are to protect privacy of AIS User IDs and Passwords and to aid in prevention of unauthorized access to a DoD AIS. A .mil or .gov IP address is also required for access to restricted DoD web sites. Workarounds to the .mil or .gov email address are as follows:

1.5.1. System users (to include contractors and foreign nationals) that do not have a .mil/.gov email address or that are experiencing difficulty accessing a DESC application due to commercial IP lock out must take the following action to establish access:

1.5.1.1. Army sponsored users may obtain a ".mil" address through Army Knowledge Online. Please follow the instructions/procedures provided at the following website:  
<https://www.us.army.mil/suite/login/welcome.html>.

1.5.1.2. Navy/Marines sponsored users must contact the base LAN administrator to request a ".mil" email address.

1.5.1.3. Air Force sponsored users must contact their local base LAN Administrator to inquire about an Outlook web functionality that is being made available for users and support elements.

1.5.1.4. DESC sponsored commercial fuel vendors/suppliers impacted by the .mil/.gov address restrictions must inform their appropriate DESC contracting officer for assistance. DESC contracted fuel stock point personnel needing access to a DESC AIS application such as FES 02, should contact their appropriate DESC Region for assistance with a workaround.

1.5.1.5. Trusted Agents: Any DLA and DESC Terminal Area Security Officers (TASO) may serve as a trusted agent for transmittal of User IDs and Passwords to employees and contractors within the TASOs organization or installation when the employee/contractor does not have access to a .mil or .gov email address. TASOs serving in a trusted agent capacity shall ensure the security and confidentiality of the employee's user Id and password.

**1.6. Information Assurance (IA) Training and Certification Requirement:** All DoD AIS users shall complete initial and refresher IA training. Completion of the IA Training and Certification shall be documented in Part I of the DD Form 2875. The annual refresher IA training is available on line at <https://training.dla.mil>. Access to this on line training requires the

user to have a .gov or .mil dial up. Individuals that do not have access to this on-line resource should contact their local TASO or Information Assurance Officer (IAO) for assistance. DESC Contractors requiring assistance must contact their contract specialist or the appropriate DESC Region for assistance in completing the IA Training and Certification Requirement.

**1.7. Rules of Behavior:** All individuals requiring access to a DLA/DESC IT system shall read and acknowledge understanding of the DLA Rules of Behavior at Appendix 10 prior to being granted system access. The requesting individual's signature at block 11 of the DD Form 2875 shall be understood to signify that the individual has read and understands the rules of behavior. Employees within DLA Headquarters shall also forward a signed copy of the Rules of Behavior along with the SAAR to the DLA Information Assurance Officer (IAO). A signed copy of the Rules of Behavior shall be maintained by the unit TASO or applicable organizational office for all field level employees and system users.

## **2. DESC System Access Request Submission Process:**

### **2.1. DD Form 2875, System Authorization Access Request Process:**

2.1.1. Users can obtain the DD Form 2875 at the DoD Forms Website <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm> ).

2.1.2. Complete DD Form 2875 according to instructions on the back of the form. Appendices 1 through 5 provide supplemental procedures specific to requesting access to a DESC AIS. Appendices 8 and 9 provide DESC AIS user role and responsibility profiles and the appropriate AIS application and user permissions required for those roles and responsibilities. The requestor's supervisor and Terminal Area Security Officer (TASO) must sign the DD Form 2875. (See section 6 Responsibilities)

**Note: If the requestor's supervisor is also their unit's TASO, then someone higher in the individual's chain of command must sign the supervisor block. The same individual cannot sign both the supervisor block and TASO block.**

2.1.3. **DLA/DESC Sponsored Contractors** are also required to submit a DLAH Form 1728, Request for HQ Complex Contractor's Badge, which is used by the appropriate Defense Logistics Agency (DLA) Personnel Security Specialist to verify that a required background investigation has been completed. The DLAH Form 1728 may be accessed in Form Flow at the DLA Web Site <http://www.dla.mil/DSS/forms/IDC/browse.asp?fw=DLAH>. Complete the DLAH Form 1728 according to the instructions at Appendix 6.

2.1.3.1. Appendix 7 provides the appropriate DLA Personnel Security Specialist contacts for CONUS and O-CONUS locations. Part II of the DLAH Form 1728 for DLA/DESC contractors in O-CONUS locations shall be completed by the appropriate Personnel Security Specialist, the form attached to the DD Form 2875 (SAAR), and forwarded along with the SAAR to the DLA/DESC employee contact identified in Appendix 7. Part II of the DLAH Form 1728 for

DLA/DESC contractors within CONUS shall be completed by the DLA Personnel Security Specialist.

2.1.3.2. When a DLA/DESC sponsored contractor does not have the required background investigation documented in a DoD security database, the DLA Personnel Security Specialist will forward additional required documentation to the requestor. The requestor must complete the additional documents and return them to the DLA Personnel Security Specialist who will in turn initiate the required investigation. Upon completion of the investigation, the DLA Personnel Security Specialist will complete Part II of the DLAH Form 1728 and return it to the DESC office submitting the request.

2.1.3.3. The DLAH Form 1728 will be used by the appropriate DESC TASO and Information Assurance Officer (IAO) as source documentation for the required investigation and IT Level. The completed DLAH Form 1728 must be retained as an attachment to the DD Form 2875.

2.1.4. **Service Sponsored Contracts:** The required background investigation must be documented in Part III of the DD Form 2875 according to instructions contained in the applicable appendix. The appropriate service Security Office/Provost Marshal must complete Part III and sign block 31 to certify completion and documentation of the appropriate investigation to verify the individual's eligibility for the required IT Level. Part III must indicate the specific type of investigation completed and if applicable the security clearance level.

2.1.5. **Local Nationals (non-US citizens)** may be granted access to a DESC AIS provided they have a favorably adjudicated background investigation. For military service sponsored Local Nationals, certification of the required background check must be documented in Part III of the DD Form 2875 and signed by the appropriate military service Security Officer/Provost Marshal to certify completion and documentation of the appropriate investigation and the individual's eligibility for the required IT Level. Part III must indicate the specific type of investigation completed and if applicable the security clearance.

2.1.6. Local nationals sponsored by DLA/DESC must also complete the DLAH Form 1728 and attach it to the DD Form 2875. The appropriate DLA Personnel Security Office will process the DLAH Form 1728 for DLA/DESC sponsored local nationals and if necessary initiate the required background investigation as discussed in paragraph 2.1.3.2.

2.1.7. **Non-DoD Fuel Customers** must document the required background investigation in Part III of the DD Form 2875 and their appropriate Security Official must sign block 31 to certify completion and documentation of the appropriate investigation and the individual's eligibility for the required IT Level. Part III must indicate the specific type of investigation completed and if applicable the security clearance.

2.1.8. Forward the completed DD Form 2875 and if applicable the DLAH Form 1728 to the appropriate DESC Sponsor or Service Representative as shown in Appendix 7. The Global Directory Service (GDS) has developed the GDS Quick Reference Guide to assist users with downloading other users' key encipherment certificates from the GDS in order to send the DD Form 2875 and if applicable the DLAH Form 1728 via encrypted message to the [DESC-TB](#)

mailbox.. Reference the guide in [Appendix 12](#) to accomplish the necessary procedures required for obtaining the DESC public encryption key to send and receive encrypted and signed electronic mail. Utilize these procedures when transmitting the DD Form 2875/DLAH Form 1728 electronically to prevent unauthorized disclosure of Privacy Act information contained in the forms.

2.2. The Sponsor/Service Representative will review the DD Form 2875 to ensure it is annotated with the appropriate user information, DODAAC(s), applications required for that user's job responsibility, and if applicable the appropriate user permissions and/or contract information. Appendix 8 provides a listing of user roles and responsibilities associated with various DESC applications for field level users. Appendix 9 provides an employee roles and responsibilities listing for HQ DESC, DESC Region, and DFAS employees. The Sponsor/Service Representative will forward the form along with any supporting documentation to the Security Team for processing.

2.3. The DLA J6F Information Assurance Officer (IAO) will approve SAARs based on complete documentation of the required investigation and eligibility for the required IT Level identified on the SAAR, valid need for access, and through coordination with the appropriate DESC AIS data owners when required. Once the Information Assurance Officer (IAO) approves the request, it will be forwarded to the appropriate account administrator responsible for that DESC AIS.

2.4. The account administrator for that system will establish the user account based on the Roles and Responsibilities listings discussed in paragraph 2.2. The account administrator will inform the individual of their user ID and initial password via separate e-mails. If the individual is requesting system access through a Trusted Agent as discussed in section 1.5 (does not have a .mil or .gov email address), the account administrator will forward the user ID and password to the Trusted Agent for secure delivery to the system user. The new user will need to change their password once they log into the system.

2.5. Follow-up on status of SAAR processing should be directed to the appropriate point of contact listed in Appendix 7 or to the BSM-E Help Desk at [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil) or 1-800-446-4950.

2.6. Password Policy and Maintenance: The majority of DESC automated system users are located on DOD installations or on a US Government Local Area Network (LAN). This group of users should follow local procedures concerning password policy and maintenance. All other DESC automated system users must review and implement the DLA password policy and maintenance guidance, which can be found at the following web site:  
<https://today.dla.mil/onebook/process/35.htm>.

### **3. Modifications to existing FES User Accounts:**

3.1. The following procedures apply should it become necessary to modify an existing user account to any DESC AIS. For example, if a FAS operator is deploying to a temporary duty location where they will need to process fuels transactions, their FES user account must be

modified to add the appropriate DoDAACs and/or FES user permissions. Paragraph 4 below provides procedures for reassignment of user accounts if a system user is moving to a new permanent duty station where they will continue to require access to the DESC System(s) but for different DoDAACs and/or permissions.

3.1.1. Submit a Business Systems Modernization-Energy (BSM-E) help desk request clearly stating the DoDAAC(s) and FES user permissions they want added or deleted from their user account. The e-mail address for the BSM-E help desk is [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil). The help desk request must also include the system user's name, user ID, telephone number, and e-mail address.

3.1.2. The BSM-E Help Desk will log the request, assign a tracking number, and forward the request according to the internal BSM-E Help Desk procedures to the appropriate DESC Sponsor/Service Representative as indicated in Appendix 7. The BSM-E Help Desk will also notify the requestor of the help desk ticket number and status.

3.1.3. The DESC Sponsor/Service Representative will validate the modification request and if they concur with the request, will forward it to the DLA J6F IA team for approval and processing according to procedures in paragraph 2.3 above.

3.1.4. The DLA J6F IA Team will in turn forward the modification request to the appropriate AIS account administrator.

3.1.5. The DESC System Account Administrator will notify the requestor via e-mail once their user account has been modified or if the request is disapproved. They will also notify the DESC analyst the ticket is assigned to (in accordance with internal Help Desk procedures) so the help desk ticket can be closed out.

3.2. **Temporary Duty Assignments:** Submit a BSM-E Help Desk request to add DoDAACs or user permissions to an existing user account when deploying to a temporary duty assignment where system access is required. The help request must indicate the user's name, user ID, e-mail address and phone number at the temporary duty location, DoDAAC(s) and permissions required at the temporary duty location. Also indicate the length of the temporary duty assignment if known.

#### **4. DESC AIS Account Deactivation, Duty Reassignment Notification.**

4.1. **Permanent Duty Location Reassignments:** When a DESC automated system user is moving to a new duty station where they will continue to require system access but for a different DoDAAC or user permissions, they must submit a BSM-E help desk request prior to departing their current duty station. The help desk request must state the following: "Deactivate User Account Pending Reassignment to a New Duty Location." The help request must also indicate the user's name, user ID, and DoDAAC at their current duty station.



4.1.1. **Upon arrival at the new duty location**, the AIS user must submit a new DD Form 2875 according to the above instructions. The supervisor and TASO at the new duty station must sign the appropriate blocks as indicated in Appendixes 1 through 5 instructions. The reassignment notification must be documented by entering an “X” in the “Modification” box and their assigned User ID on line 1 of the DD Form 2875. The requestor must also enter the following information in Block 27 of the DD Form 2875:

4.1.1.1. Enter “Permanent Duty Reassignment from (name of previous duty location) to (name of new duty location).”

4.1.1.2. Enter the DoDAAC(s) and user permissions assigned for previous duty location that should be deleted from the user account.

4.1.1.3. Enter the DoDAAC(s) and user permissions required at new duty location.

4.2. **User Account Deactivation:** DESC must be notified when the user no longer requires access to a system, i.e. retirement, separation or when the user moves to a new duty location where they will no longer require system access. To do this, the user must submit a DD Form 2875 according to the instructions in section 2 above and Appendixes 1 through 5. Indicate account Deactivation by placing an “X” in the “Deactivate” box on the first line of the form.

## 5. How to Obtain Help With User Accounts:

5.1. System users must contact the BSM-E Help Desk for questions/problems concerning their account, or to have their password reset if they experience system lockout. (Note: Three incorrect logins will result in system lockout for most DESC applications). The BSM-E Help Desk can be reached by calling 1-800-446-4950 or DSN: 697-6736/37/38; on line at <http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCHelpDesk>; or via e-mail at [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil).

## 6. Responsibilities:

6.1. Validation of need for access ultimately resides with the AIS data owner or designee. However, validation of need for access really begins with the requestor’s supervisor since they are in the best position to determine which applications and permissions are required for performance of the individual’s job responsibilities. Thus the SAAR must clearly identify the requestor’s roles and responsibilities relative to the AIS access they are requesting. This information is essential to proper establishment of the individual user account(s) for the various DESC AIS applications since some application functionalities are systematically enabled based on the user permissions and/or DoDAAC/FEDAAC assigned to the individual’s user account. If necessary due to space limitations on the DD Form 2875, a separate sheet can be used to list the applications, permissions and DoDDAC/FEDAAC required by the individual. The list must be attached to the DD Form 2875. Personnel responsible for review and approval of SAARs and supporting documentation shall promptly notify the requestor/submitter via email or fax when a problem exists with the SAAR or supporting documentation, and when a SAAR is disapproved for any reason.

6.2. **Supervisor:** The requestor's supervisor will review the SAAR, validate the requestor's personal data and their need for system access, and sign the form. The supervisor or requesting individual shall then forward the SAAR to the appropriate DESC TASO, DESC Sponsor, or Military Service Representative shown in appendix 7 for processing. Note: Military Service base/installation level SAARs must be signed by the local TASO prior to forwarding the SAAR to the Military Service Representative.

6.3. **TASO:** The unit or organization TASO is responsible to validate that the requestor has completed all IA training and rules of behavior requirements and been approved locally for access to an Automated Information System. The TASO must complete and sign the DD Form 2875 per instructions at Appendixes 1 through 5. DESC TASO's may also be assigned responsibility to validate all DESC employees' (government and contractor) need for access to the AIS.

6.4. **Security Manager:** The unit or organization Security Manager is responsible to initiate required background checks and/or certify the type and currency of the individual's background checks in Part III of the DD Form 2875. The Security Manager is also responsible to ensure the individual has the appropriate IT Level for the application requested (reference Paragraph 1.2.1 above).

6.5. **DESC Sponsor or Service Representative:** The DESC Sponsor (for all DESC government and contractor employees, and all non-DoD personnel), or the Service Representative (for all military service sponsored government and contractor employees) will review the SAAR and validate the types of applications, permissions and DoDAACs based on appropriate roles and responsibilities of the requestor. The DESC sponsor/service representative will also assess the requestor's need for requested DoDAACs and permissions based on the applicable roles and responsibilities documents referenced in paragraph 2.2, and if appropriate forward the request to the next level for processing.

6.6. **DESC AIS Data Owner:** Data owners for Oracle Government Financial (OGF) and Oracle Energy Downstream (OED) shall be consulted and will approve access to these applications.

6.7. **J6F IA Team:** The Security Team will review all SAARs and document approval by signing block 22 of the DD Form 2875. J6F Information Assurance Team approval is contingent upon on documentation of the appropriate IT Level eligibility by appropriate TASOs and Security Officials; the requestor's valid need for access confirmed by appropriate Supervisor, Sponsor/Service Representatives and AIS data owners as required. They will also maintain a log of AIS User Ids and process approved SAARs to the appropriate DESC AIS Application Administrator.

6.8. **BSM-E Help Desk:** The BSM-E help desk will review help tickets regarding DESC AIS user account modifications to ensure clarity of requested modifications to the user's account as discussed in section 4. Help requests that do not clearly state the required actions should be referred back to the submitter prior to forwarding the help ticket to the appropriate sponsor/service representative or AIS Account Administrator for approval.

Approved:



////////Signed Original on File////////  
MICHAEL D. BRODERICK  
Director, Business Integration  
Defense Energy Support Center

OPR: J6FA

OCR: DESC-TK

11 Appendixes:

- AP1: [DESC Sponsored Field Level Contractor; DD Form 2875 Example/Instructions](#)
- AP2: [Military Service Sponsored Local National; DD Form 2875 Example/Instructions](#)
- AP3: [Military Service Sponsored Contractor; DD Form 2875 Example/Instructions](#)
- AP4: [Military Service Employee \(Mil or Civil Servant\); DD Form 2875 Example/Instructions](#)
- AP5: [DESC Region Employee; DD Form 2875 Example/Instructions](#)
- AP6: [DLAH Form 1728 Instructions and Example](#)
- AP7: [DESC Sponsor/Service Representatives/DLA Personnel Security Specialist Contacts](#)
- AP8: [Field Level User Category and User Job Profile Listing](#)
- AP9: [DLA, DESC and DFAS Employee Roles and Responsibilities \(Excel Spread Sheet\)](#)
- AP10: [General Rules of Behavior](#)
- AP11: [Online Annual Information Assurance \(IA\) Training Procedures](#)
- AP12: [Global Directory Service Quick Reference Guide](#)

AP1.1. DD Form 2875; Example for Field Level DLA/DESC Contractor Page 1:

EXAMPLE ONLY

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.</p> <p>PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____		DATE (YYYYMMDD) 20050721	
SYSTEM NAME (Platform or Applications) Fuels Automated System (FAS) Enterprise Server (FES)		LOCATION (Physical Location of System) N/A	
<b>PART I (To be completed by Requestor)</b>			
1. NAME (Last, First, Middle Initial) Frost, Jack C.		2. SOCIAL SECURITY NUMBER 999-99-9999	
3. ORGANIZATION Intercontinental Fuel Terminal Operations (ICFTO)	4. OFFICE SYMBOL/DEPARTMENT Fuels Operator/Accountant	5. PHONE (DSN or Commercial) (540) 444-9999	
6. OFFICIAL E-MAIL ADDRESS JackF@icfto.com		7. JOB TITLE AND GRADE/RANK Fuels Operator/Accountant	
8. OFFICIAL MAILING ADDRESS ICFTO 2150 Fairway Drive, Southland, MS 99999-9999		9. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> CONTRACTOR
<p align="center"><b>USER AGREEMENT</b></p> <p>I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.</p>			
IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training.    DATE (YYYYMMDD) 20050510			
11. USER SIGNATURE		12. DATE (YYYYMMDD) 20050721	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
13. JUSTIFICATION FOR ACCESS			

Access to the FAS Enterprise Server is required to process DESC fuel transactions. DoDAAC:UYXXXXX Permissions: Fuel Seller Read and Write privileges, DFSP FES 02 application, 1884 Report				
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED				
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____				
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.) N/A		
17. SUPERVISOR'S NAME (Print Name) William R. Jones		18. SUPERVISOR'S SIGNATURE		19. DATE (YYYYMMDD) 20050721
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT ICFTO Operations Manager		20a. SUPERVISOR'S E-MAIL ADDRESS WilliamJ@icfto.com		20b. PHONE NUMBER (540)-444-8888
21. SIGNATURE OF INFORMATION OWNER/OPR DESC Sponsor TASO signature		21a. PHONE NUMBER (703) 767-XXXX		21b. DATE (YYYYMMDD) 20050722
22. SIGNATURE OF IAO OR APPOINTEE		23. ORGANIZATION/DEPARTMENT DESC-DCIS		24. PHONE NUMBER (703) 767-XXXX
				25. DATE (YYYYMMDD) 20050728

DD FORM 2875, APR 2005

PREVIOUS EDITION IS OBSOLETE.

Reset

**AP1.2. DD Form 2875; Field Level DLA/DESC Contractor Page 2:**

EXAMPLE ONLY

26a. NAME (Last, First, Middle Initial) Frost, Jack C.	26b. SOCIAL SECURITY NUMBER 999-99-9999
27. OPTIONAL INFORMATION (Additional information) DESC AIS Applications for which Access is Required: <input type="checkbox"/> DFAMS <input type="checkbox"/> Oil Enterprise Downstream (OED) <input type="checkbox"/> FAS Enterprise Server (FES) <input checked="" type="checkbox"/> FES-02 Processing Application <input type="checkbox"/> Energy on Line (EOL) <input type="checkbox"/> Web DB <input type="checkbox"/> Bulk PORTS <input type="checkbox"/> Ground PORTS <input type="checkbox"/> Business Objects <input type="checkbox"/> MI/Discovery	
DoDAAC/FEDAAC/T- DoDAACs Required in User Account: (Specify DoDAAC/FEDAAC for each AIS Application Requested) For Example: FES-02 DoDAAC UYXXXX	
NOTE: If additional space is needed to list applications, permissions related to user roles and responsibilities, or DoDAACs use a separate sheet and attach it to the DD Form 2875. (annotate this block to indicate "See Attached Listing")	
Contract Information  Contract Number: SPO600--04-D-XXXX Contract Expiration: 31 Dec 06 Contracting Office: DESC-FP	

<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>			
28. TYPE OF INVESTIGATION See Attached DLAH Form 1728		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>			
TITLE:	SYSTEM Fuels Automated System (FAS) Enterprise Sei	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

DD FORM 2875 (BACK), APR 2005 Reset

### AP1.3. DLA/DESC Sponsored Contractor, DD Form 2875 Instructions:

**General:** All blocks must be completed according to the instructions on the back of the form and the following DESC specific supplemental instructions. The form should be typed; however, if hand-written ensure writing is clearly legible.

#### Top of Form

Line 1/First Box: Place an "X" in the appropriate box to indicate type of request, "Initial" "Modification" or "Deactivate." If the requestor already has access to a DESC AIS, enter the User ID. Note: DD Form 2875 need not be completed if the user only needs to add or delete DoDAACs or permissions from their AIS user account. Refer to section 3 instructions for modification of an existing user account.

Line 1/Second Box: Enter the date of the request.

Line 2/First Box: Enter the DESC automated information system(s) for which access is required. Use Block 13 if additional room is needed.

Line 2/Second Block: Enter "N/A"

#### Parts I and II:

Block 6: Must be the e-mail address of the system user/requestor. The DESC AIS Account Administrator will e-mail the User ID and initial logon password to the user. Note: You must have a “.mil” or “.gov” e-mail extension to obtain user ID and password for a DoD AIS.

Block 10: Check Contractor Box

IA Training and Awareness Certification Requirement: Enter “X” in box and date IA training was completed. Training is required annually, thus completion date must be current (completion within last year of system access request date).

Blocks 11 and 12: Requestor must sign the form to certify personal information is correct, completion of the IA Training and Certification, and to acknowledge understanding of Rules of Behavior regarding use of a DoD AIS. Enter the date the SAAR is signed in block 12.

Block 13:

a. Use this block to list DESC AIS applications required and a brief justification of the requirement. (I.e. user will process DESC fuel transactions, user is required to order fuel off DESC contracts, or user is required to validate DESC fuel purchases, etc.). As a minimum, block 13 (block 27 if needed) must include the following: Indicate if you are a fuel seller or fuel buyer; indicate DoDAACs or FEDAACs you need access to; if applicable, indicate service specific permissions you require, such as Navy Financial Obligation System download, AF Line of Accounting or OLVIMS downloads, etc.; If you use PORTS to order fuel, indicate the contract and CLIN numbers you order fuel off.

b. Block 27 should be used when additional information such as a DoDAACs and fuel delivery contract information is required. (E.g. access to Bulk PORTS requires the activity DoDAAC and Contract number(s), and access to Ground PORTS requires the activities DoDAAC and contract line item numbers in order to properly set up the user’s account.)

**Note: New DESC employees that will require computer equipment for their workstation must request standard computer workstation equipment in block 27 of the SAAR. Also indicate if the new employee will work off site or Telework, and will require a laptop and docking station.**

Block 14: All field level users must check “Authorized”

Block 15: “UNCLASSIFIED” must be checked.

Block 16: Supervisor must check the box certifying the user’s need to know.

Block 16a: Contractors must enter contract information to include the contract expiration date in block 27.

Blocks 17-19: Must be completed by the user’s supervisor.

Blocks 21-21b: Must be completed by the organizations Terminal Area Security Officer (TASO). Note: Different persons must complete and sign blocks 17-19 and 21-21b. If the TASO is also the user's immediate supervisor, then another person in the user's chain-of-command must sign as the supervisor.

Blocks 22-25: Leave blank since these blocks must be completed by the DESC IAO.

Block 27: Must be used to enter additional information required to establish the user's account. For example the FES and PORTS applications require DoDAACs and fuel delivery contract information {Contract number for Bulk PORTS and contract line item number (CLIN) for Ground PORTS} for which the user is responsible.

**Part III:**

Blocks 28-32:

a. Enter See attached DLAH Form 1728.

**Part IV:** Leave blank, will be completed by the DESC AIS administrator

**Submit completed SAAR to the sponsoring DESC Region or Commodity Business Unit (CBU) TASO. The TASO will forward SAARS to the J6F POC shown in Appendix 7. Direct inquiries regarding status of SAARs to the DESC Region or CBU TASO, or to the BSM-E Helpdesk at [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil). A listing of DESC TASOs is available at [http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20\(Aug%2005\).pdf](http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20(Aug%2005).pdf)**

AP2.1. DD Form 2875; Example for Service Sponsored Local National (Page 1):

EXAMPLE ONLY

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.</p> <p>PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____		DATE (YYYYMMDD) 20050721	
SYSTEM NAME (Platform or Applications) Fuels Automated System (FAS) Enterprise Server (FES)		LOCATION (Physical Location of System) N/A	
<b>PART I (To be completed by Requestor)</b>			
1. NAME (Last, First, Middle Initial) Bozita, Irfan T.		2. SOCIAL SECURITY NUMBER N/A	
3. ORGANIZATION Ocean Side NAS Finance Office	4. OFFICE SYMBOL/DEPARTMENT S199	5. PHONE (DSN or Commercial) DSN: 314-888-9999	
6. OFFICIAL E-MAIL ADDRESS itbozita@osnas.navy.mil	7. JOB TITLE AND GRADE/RANK Fuels Accountant/GS-7		
8. OFFICIAL MAILING ADDRESS S199 Finance Office APO AE 09999	9. CITIZENSHIP <input type="checkbox"/> US <input checked="" type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
<p align="center"><b>USER AGREEMENT</b></p> <p>I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.</p>			
1A TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training.    DATE (YYYYMMDD)    20050115			
11. USER SIGNATURE		12. DATE (YYYYMMDD) 20050721	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
13. JUSTIFICATION FOR ACCESS  Access to the FAS Enterprise Server is required to validate DESC fuel transactions and download financial obligations. DoDAAC:N0XXXX Permissions: Fuel Buyer Read and Write privileges, ASKIT Download			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.) N/A	
17. SUPERVISOR'S NAME (Print Name) Lt. Charles T. Oarsman	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD) 20050721	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT S199 Finance Office APO AE 09999	20a. SUPERVISOR'S E-MAIL ADDRESS ctoarsman@osnas.navy.mil	20b. PHONE NUMBER DSN: 314-888-8888	
21. SIGNATURE OF INFORMATION OWNER/OPR Unit's TASO signs here	21a. PHONE NUMBER DSN: 314-888-1111	21b. DATE (YYYYMMDD) 20050722	
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT DESC-DCIS	24. PHONE NUMBER DSN: 888-2222	25. DATE (YYYYMMDD) 20050728



### AP2.2. DD Form 2875; Example for Service Sponsored Local National (Page 2):

EXAMPLE ONLY

26a. NAME (Last, First, Middle Initial) Bozita, Irfan T.		26b. SOCIAL SECURITY NUMBER N/A	
27. OPTIONAL INFORMATION (Additional information) DESC AIS Applications for which Access is Required: FAS Enterprise Server (FES)  DoDAAC/FEDAAC/T- DoDAACs Required in User Account: (Specify DoDAAC/FEDAAC "T-DoDAAC the user is responsible for managing)  For Example: FES: DoDAACs N0XXXX, N0YYYY and N0ZZZ			
Enter the following information when the person requiring system access is a Military Service sponsored contractor:  Contract Company Name Contract Number Contract Expiration Date Name and address for contracting office responsible for the contract.			
<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>			
28. TYPE OF INVESTIGATION Enter the Specific Type of Investigation Completed		28a. DATE OF INVESTIGATION (YYYYMMDD) Enter date investigation was Completed	
28b. CLEARANCE LEVEL Enter Clearance if Applicable		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input checked="" type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name) Printed name of Security Manager	30. SECURITY MANAGER TELEPHONE NUMBER Enter phone number	31. SECURITY MANAGER SIGNATURE Signature of Security Manager	32. DATE (YYYYMMDD) Enter Date Signed
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>			
TITLE:	SYSTEM Fuels Automated System (FAS) Enterprise Ser	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

### **AP2.3. Service Sponsored Local National DD Form 2875 Instructions:**

**General:** All blocks must be completed according to the instructions on the back of the form and the following DESC specific supplemental instructions. The form should be typed; however, if hand-written ensure writing is clearly legible.

#### **Top of Form**

Line 1/First Box: Place an “X” in the appropriate box to indicate type of request, “Initial” “Modification” or “Deactivate.” If the requestor already has access to a DESC AIS, enter the User ID. Note: DD Form 2875 need not be completed if the user only needs to add or delete DoDAACs or permissions from their AIS user account. Refer to section 3 instructions for modification of an existing user account.

Line 1/Second Box: Enter the date of the request.

Line 2/First Box: Enter the DESC automated information system(s) for which access is required. Use Block 13 if additional room is needed.

Line 2/Second Block: Enter “N/A”

#### **Parts I and II:**

Block 6: Must be the e-mail address of the system user/requestor. The DESC AIS Account Administrator will e-mail the User ID and initial logon password to the user. Note: You must have a “.mil” or “.gov” e-mail extension to obtain user ID and password for a DoD AIS.

Block 10: Check “FN” Box

IA Training and Awareness Certification Requirement: Enter “X” in box and date IA training was completed. Training is required annually, thus completion date must be current (completion within last year of system access request date).

Blocks 11 and 12: Requestor must sign the form to certify personal information is correct, completion of the IA Training and Certification, and to acknowledge understanding of Rules of Behavior regarding use of a DoD AIS. Enter the date the SAAR is signed in block 12.

Block 13:

a. Use this block to list DESC AIS applications required (see appendices 8 or 9) and a brief justification of the requirement. (I.e. user will process DESC fuel transactions, user is required to order fuel off DESC contracts, or user is required to validate DESC fuel purchases, etc.). As a minimum, block 13 (block 27 if needed) must include the following: Indicate if you are a fuel seller or fuel buyer; indicate DoDAACs or FEDAACs you need access to; if applicable, indicate service specific permissions you require, such as Navy Financial Obligation System download, AF Line of Accounting or OLVIMS downloads, etc.; If you use PORTS to order fuel, indicate the contract and CLIN numbers you order fuel off.

b. Block 27 should be used when additional information such as a DoDAACs and fuel delivery contract information is required. (E.g. access to Bulk PORTS requires the activity DoDAAC and Contract number(s), and access to Ground PORTS requires the activities DoDAAC and contract line item numbers in order to properly set up the user's account.)

Block 14: All field level users must check "Authorized"

Block 15: "UNCLASSIFIED" must be checked.

Block 16: Supervisor must check the box certifying the user's need to know.

Blocks 17-19: Must be completed by the user's supervisor.

Blocks 21-21b: Must be completed by the organizations Terminal Area Security Officer (TASO). Note: Different persons must complete and sign blocks 17-19 and 21-21b. If the TASO is also the user's immediate supervisor, then another person in the user's chain-of-command must sign as the supervisor.

Blocks 22-25: Leave blank since these blocks must be completed by the DESC IAO.

Block 27: Must be used to enter additional information required to establish the user's account. For example the FES and PORTS applications require DoDAACs and fuel delivery contract information {Contract number for Bulk PORTS and contract line item number (CLIN) for Ground PORTS} for which the user is responsible.

### **Part III:**

Blocks 28-32: Must be completed by the Military Service Installations Security Office or Provost Marshal. Enter the specific type of investigation completed, date investigation was completed, clearance level if applicable, and IT Level the individual is eligible for in blocks 28a-28d. Enter the printed name and complete telephone number of the person verifying documentation of the background check in blocks 29-30. The person verifying the background investigation must sign block 31 and enter the date of the signature in block 32.

**Part IV:** Leave blank, will be completed by the DESC AIS administrator

**Submit completed SAAR to the Service POC shown below and in Appendix 7. Follow-up inquiries regarding status of SAARs should be directed to the Service POC or to the BSM-E Helpdesk at [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil).**

#### **All Military Services:**

E-mail Address: [DESC-TB@dlam.mil](mailto:DESC-TB@dlam.mil)

DSN: 427-4954

Commercial: (703) 767-4954

FAX: 427-8795

Commercial: (703) 767-8795

AP3.1. DD Form 2875; Example for Military Service Sponsored Contractor Page 1:

EXAMPLE ONLY

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.</p> <p>PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____			DATE (YYYYMMDD) 20050721
SYSTEM NAME (Platform or Applications) Fuels Automated System (FAS) Enterprise Server (FES)			LOCATION (Physical Location of System) N/A
<b>PART I (To be completed by Requestor)</b>			
1. NAME (Last, First, Middle Initial) McGuff, Paul J.		2. SOCIAL SECURITY NUMBER 999-99-9999	
3. ORGANIZATION XX X Fuels Management	4. OFFICE SYMBOL/DEPARTMENT N/A	5. PHONE (DSN or Commercial) DSN: 999-9999	
6. OFFICIAL E-MAIL ADDRESS Paul.McGruff@cswampy.army.mil		7. JOB TITLE AND GRADE/RANK Fuels Accountant	
8. OFFICIAL MAILING ADDRESS XXX Company Camp Swampy, VA 99999-9999		9. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> CONTRACTOR
<p align="center"><b>USER AGREEMENT</b></p> <p>I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.</p>			
IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training.    DATE (YYYYMMDD)    20050107			
11. USER SIGNATURE		12. DATE (YYYYMMDD) 20050721	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
13. JUSTIFICATION FOR ACCESS  Access to the FAS Enterprise Server is required to process DESC fuel transactions. Permissions: Fuel Seller Read and Write privileges, Order fuel off PCS contracts, submit 1884 Reports, and generate Non-DoD Sales Reports Visibility of Bulk PORTS and Ground Ports Invoice Data and Receipt of E-mail notifications is also required. See Block 27.			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.) N/A	
17. SUPERVISOR'S NAME (Print Name) 1Lt. David A. Highman	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD) 20050721	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT XXX Company Camp Swampy, VA 99999-9999	20a. SUPERVISOR'S E-MAIL ADDRESS David.A.Highman@cswampy.army.mil	20b. PHONE NUMBER DSN: 999-8888	
21. SIGNATURE OF INFORMATION OWNER/OPR Unit's TASO signs here		21a. PHONE NUMBER DSN: 999-1111	21b. DATE (YYYYMMDD) 20050722
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT DESC-DCIS	24. PHONE NUMBER DSN: 888-2222	25. DATE (YYYYMMDD) 20050728

AP3.2 DD Form 2875; Example for Military Service Sponsored Contractor Page 2:

# EXAMPLE ONLY

26a. NAME (Last, First, Middle Initial) McGuff, Paul J.		26b. SOCIAL SECURITY NUMBER 999-99-9999	
27. OPTIONAL INFORMATION (Additional information) DESC AIS Applications for which Access is Required: [X] FAS Enterprise Server (FES) [ ] FES-02 Processing Application [X] Bulk PORTS [X] Ground PORTS  DoDAAC/T- DoDAACs Required in User Account: (Specify DoDAAC for each AIS Application Requested) PORTS Application access also requires the Contract Numbers to be listed. For Example: FES: DoDAAC W12345 Bulk PORTS: Contract SC600-04D-XX-YY Ground PORTS: Contract Line Items ###-##; ###-##; and ###-###  Enter the following information when the person requiring system access is a Military Service sponsored contractor:  Contract Company Name: XXX, Inc Contract Number: CSO500--04-D-XXXX  Contract Expiration Date: October 31, 2008 Name and address for contracting office responsible for the contract: Camp Swampy Acquisition Center 125 Fuels Drive Camp Swampy, VA 99999			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION NAC		28a. DATE OF INVESTIGATION (YYYYMMDD) 20041008	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input checked="" type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name) Jane C. Securely	30. SECURITY MANAGER TELEPHONE NUMBER DSN: 999-3333	31. SECURITY MANAGER SIGNATURE Signature	32. DATE (YYYYMMDD) 20050723
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM Fuels Automated System (FAS) Enterprise Ser	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROC <u>Datasets.</u> (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

### **AP3.3. Service Sponsored Contractor, DD Form 2875 Instructions:**

**General:** All blocks must be completed according to the instructions on the back of the form and the following DESC specific supplemental instructions. The form should be typed; however, if hand-written ensure writing is clearly legible.

#### **Top of Form**

Line 1/First Box: Place an “X” in the appropriate box to indicate type of request, “Initial” “Modification” or “Deactivate.” If the requestor already has access to a DESC AIS, enter the User ID. Note: DD Form 2875 need not be completed if the user only needs to add or delete DoDAACs or permissions from their AIS user account. Refer to section 3 instructions for modification of an existing user account.

Line 1/Second Box: Enter the date of the request.

Line 2/First Box: Enter the DESC automated information system(s) for which access is required. Use Block 13 if additional room is needed.

Line 2/Second Block: Enter “N/A”

#### **Parts I and II:**

Block 6: Must be the e-mail address of the system user/requestor. The DESC AIS Account Administrator will e-mail the User ID and initial logon password to the user. Note: You must have a “.mil” or “.gov” e-mail extension to obtain user ID and password for a DoD AIS.

Block 10: Check “Contractor” Box

IA Training and Awareness Certification Requirement: Enter “X” in box and date IA training was completed. Training is required annually, thus completion date must be current (completion within last year of system access request date).

Blocks 11 and 12: Requestor must sign the form to certify personal information is correct, completion of the IA Training and Certification, and to acknowledge understanding of Rules of Behavior regarding use of a DoD AIS. Enter the date the SAAR is signed in block 12.

Block 13:

a. Use this block to list DESC AIS applications required (see appendices 8 or 9) and a brief justification of the requirement. (I.e. user will process DESC fuel transactions, user is required to order fuel off DESC contracts, or user is required to validate DESC fuel purchases, etc.). As a minimum, block 13 (block 27 if needed) must include the following: Indicate if you are a fuel seller or fuel buyer; indicate DoDAACs or FEDAACs you need access to; if applicable, indicate service specific permissions you require, such as Navy Financial Obligation System download, AF Line of Accounting or OLVIMS downloads, etc.; If you use PORTS to order fuel, indicate the contract and CLIN numbers you order fuel off.

b. Block 27 should be used when additional information such as a DoDAACs and fuel delivery contract information is required. (E.g. access to Bulk PORTS requires the activity DoDAAC and Contract number(s), and access to Ground PORTS requires the activities DoDAAC and contract line item numbers in order to properly set up the user's account.)

Block 14: All field level users must check "Authorized"

Block 15: "UNCLASSIFIED" must be checked.

Block 16: Supervisor must check the box certifying the user's need to know.

Block 16a: Contractors: enter contract information to include contract expiration in block 27.

Blocks 17-19: Must be completed by the user's supervisor.

Blocks 21-21b: Must be completed by the organizations Terminal Area Security Officer (TASO). Note: Different persons must complete and sign blocks 17-19 and 21-21b. If the TASO is also the user's immediate supervisor, then another person in the user's chain-of-command must sign as the supervisor.

Blocks 22-25: Leave blank since these blocks must be completed by the DESC IAO.

Block 27: Must be used to enter additional information required to establish the user's account. For example the FES and PORTS applications require DoDAACs and fuel delivery contract information {Contract number for Bulk PORTS and contract line item number (CLIN) for Ground PORTS} for which the user is responsible. Enter the contractor employee's contract information as specified in the example.

### **Part III:**

Blocks 28-32: Must be completed by the Military Service Installations Security Office or Provost Marshal. Enter the specific type of investigation completed, date investigation was completed, clearance level if applicable, and IT Level the individual is eligible for in blocks 28a-28d. Enter the printed name and complete telephone number of the person verifying documentation of the background check in blocks 29-30. The person verifying the background investigation must sign block 31 and enter the date of the signature in block 32.

**Part IV:** Leave blank, will be completed by the DESC AIS administrator

**Submit completed SAAR to the Service POC shown below and in Appendix 7. Follow-up inquiries regarding status of SAARs should also be directed to the Service POC or BSM-E Helpdesk at <mailto:helpdesk@desc.dla.mil>.**

#### **All Military:**

E-mail Address: DESC-TB@dlamail

DSN: 427-4954

Commercial: (703) 767-4954

FAX: 427-8795

Commercial: (703) 767-8795



AP4.1. DD Form 2875; Example for Service Employee- Military or Civil Servant Page 1:

# EXAMPLE ONLY

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.</p> <p>PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____			DATE (YYYYMMDD) 20050721
SYSTEM NAME (Platform or Applications) Fuels Automated System (FAS) Enterprise Server (FES)			LOCATION (Physical Location of System) N/A
<b>PART I (To be completed by Requestor)</b>			
1. NAME (Last, First, Middle Initial) Fuelman, John J.		2. SOCIAL SECURITY NUMBER 999-99-9999	
3. ORGANIZATION XX X Fuels Management Branch	4. OFFICE SYMBOL/DEPARTMENT RSSF	5. PHONE (DSN or Commercial) DSN: 999-9999	
6. OFFICIAL E-MAIL ADDRESS John.J.Fuelman@bbase.af.mil		7. JOB TITLE AND GRADE/RANK Fuels Accountant/SSgt	
8. OFFICIAL MAILING ADDRESS XXX/RSSF Big Base, VA 99999-9999		9. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
<p align="center"><b>USER AGREEMENT</b></p> <p>I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.</p>			
IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training.    DATE (YYYYMMDD)    20041211			
11. USER SIGNATURE		12. DATE (YYYYMMDD) 20050721	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
13. JUSTIFICATION FOR ACCESS Access to the FAS Enterprise Server is required to process DESC fuel transactions. Permissions: Fuel Seller Read and Write privileges, PCS fuel ordering, 1884 Report submission, and Non-DoD Sales Report Visibility of Bulk PORTS and Ground Ports Invoice Data and Receipt of E-mail notifications is also required. See Block 27.			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.) N/A	
17. SUPERVISOR'S NAME (Print Name) 1Lt. David A. Gasman	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD) 20050721	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT XXX/RSSF Supply Squadron	20a. SUPERVISOR'S E-MAIL ADDRESS David.A.Gasman@bbase.af.mil	20b. PHONE NUMBER DSN: 999-8888	
21. SIGNATURE OF INFORMATION OWNER/OPR Unit's TASO signs here	21a. PHONE NUMBER DSN: 999-1111	21b. DATE (YYYYMMDD) 20050722	
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT DESC-DCIS	24. PHONE NUMBER DSN: 888-2222	25. DATE (YYYYMMDD) 20050728

AP4.2. DD Form 2875; Example for Service Employee- Military or Civil Servant Page 2:

# EXAMPLE ONLY

26a. NAME (Last, First, Middle Initial) Fuelman, John J.		26b. SOCIAL SECURITY NUMBER 999-99-9999	
27. OPTIONAL INFORMATION (Additional information) DESC AIS Applications for which Access is Required: <input checked="" type="checkbox"/> FAS Enterprise Server (FES) <input type="checkbox"/> FES-02 Processing Application <input checked="" type="checkbox"/> Bulk PORTS <input checked="" type="checkbox"/> Ground PORTS  DoDAAC/T- DoDAACs Required in User Account: (Specify DoDAAC for each AIS Application Requested) PORTS Application access also requires the Contract Numbers to be listed. For Example: FES: DoDAAC FPXXXX Bulk PORTS: Contract SC600-04D-XX-YY Ground PORTS: Contract Line Items ###-##; ###-##; and ###-###			
<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>			
28. TYPE OF INVESTIGATION BI/NAC		28a. DATE OF INVESTIGATION (YYYYMMDD) 20031208	
28b. CLEARANCE LEVEL SECRET		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input checked="" type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name) Jane C. Securely	30. SECURITY MANAGER TELEPHONE NUMBER DSN: 999-3333	31. SECURITY MANAGER SIGNATURE Signature	32. DATE (YYYYMMDD) 20050723
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>			
TITLE:	SYSTEM Fuels Automated System (FAS) Enterprise Ser	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

**AP4.3. Service Sponsored Employee (Military or Civil Servant), DD Form 2875 Instructions:**

**General:** All blocks must be completed according to the instructions on the back of the form and the following DESC specific supplemental instructions. The form should be typed; however, if hand-written ensure writing is clearly legible.

**Top of Form**

Line 1/First Box: Place an “X” in the appropriate box to indicate type of request, “Initial” “Modification” or “Deactivate.” If the requestor already has access to a DESC AIS, enter the User ID. Note: DD Form 2875 need not be completed if the user only needs to add or delete DoDAACs or permissions from their AIS user account. Refer to section 3 instructions for modification of an existing user account.

Line 1/Second Box: Enter the date of the request.

Line 2/First Box: Enter the DESC automated information system(s) for which access is required. Use Block 13 if additional room is needed.

Line 2/Second Block: Enter “N/A”

**Parts I and II:**

Block 6: Must be the e-mail address of the system user/requestor. The DESC AIS Account Administrator will e-mail the User ID and initial logon password to the user. Note: You must have a “.mil” or “.gov” e-mail extension to obtain user ID and password for a DoD AIS.

Block 10: Check either “Military” or “Civilian” Box

IA Training and Awareness Certification Requirement: Enter “X” in box and date IA training was completed. Training is required annually, thus completion date must be current (completion within last year of system access request date).

Blocks 11 and 12: Requestor must sign the form to certify personal information is correct, completion of the IA Training and Certification, and to acknowledge understanding of Rules of Behavior regarding use of a DoD AIS. Enter the date the SAAR is signed in block 12.

Block13:

a. Use this block to list DESC AIS applications required (see appendices 8 or 9) and a brief justification of the requirement. (I.e. user will process DESC fuel transactions, user is required to order fuel off DESC contracts, or user is required to validate DESC fuel purchases, etc.). As a minimum, block 13 (block 27 if needed) must include the following: Indicate if you are a fuel seller or fuel buyer; indicate DoDAACs or FEDAACs you need access to; if applicable, indicate service specific permissions you require, such as Navy Financial Obligation System download, AF Line of Accounting or OLVIMS downloads, etc.; If you use PORTS to order fuel, indicate the contract and CLIN numbers you order fuel off.

b. Block 27 should be used when additional information such as a DoDAACs and fuel delivery contract information is required. (E.g. access to Bulk PORTS requires the activity DoDAAC and Contract number(s), and access to Ground PORTS requires the activities DoDAAC and contract line item numbers in order to properly set up the user's account.)

Block 14: All field level users must check "Authorized"

Block 15: "UNCLASSIFIED" must be checked.

Block 16: Supervisor must check the box certifying the user's need to know.

Blocks 17-19: Must be completed by the user's supervisor.

Blocks 21-21b: Must be completed by the organizations Terminal Area Security Officer (TASO). Note: Different persons must complete and sign blocks 17-19 and 21-21b. If the TASO is also the user's immediate supervisor, then another person in the user's chain-of-command must sign as the supervisor.

Blocks 22-25: Leave blank since these blocks must be completed by the DESC IAO.

Block 27: Must be used to enter additional information required to establish the user's account. For example the FES and PORTS applications require DoDAACs and fuel delivery contract information {Contract number for Bulk PORTS and contract line item number (CLIN) for Ground PORTS} for which the user is responsible.

### **Part III:**

Blocks 28-32: Must be completed by the Military Service Installations Security Office or Provost Marshal. Enter the specific type of investigation completed, date investigation was completed, clearance level if applicable, and IT Level the individual is eligible for in blocks 28a-28d. Enter the printed name and complete telephone number of the person verifying documentation of the background check in blocks 29-30. The person verifying the background investigation must sign block 31 and enter the date of the signature in block 32.

**Part IV:** Leave blank, will be completed by the DESC AIS administrator

**Submit completed SAAR to the Service POC shown below and in Appendix 7. Follow-up inquiries regarding status of SAARs should be directed to the Service POC or to the BSM-E Helpdesk at [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil).**

### **All Military Services:**

E-mail Address: [DESC-TB@dlamail](mailto:DESC-TB@dlamail)

DSN: 427-4954

Commercial: (703) 767-4954

FAX: 427-8795

Commercial: (703) 767-8795

AP5.1. DD Form 2875; Example DESC, DESC Region Employee (Page 1)

EXAMPLE ONLY

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.</p> <p>PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____			DATE (YYYYMMDD) 20040721
SYSTEM NAME (Platform or Applications) Fuels Automated System (FAS) Enterprise Server (FES)		LOCATION (Physical Location of System) N/A	
<b>PART I (To be completed by Requestor)</b>			
1. NAME (Last, First, Middle Initial) Goodman, Douglas R.		2. SOCIAL SECURITY NUMBER 999-99-9999	
3. ORGANIZATION DESC-Americas East	4. OFFICE SYMBOL/DEPARTMENT DESC-AMEI	5. PHONE (DSN or Commercial) (713) 999-9999	
6. OFFICIAL E-MAIL ADDRESS Douglas.R.Goodmay@dla.mil		7. JOB TITLE AND GRADE/RANK GS12/Regional Inventory Manager	
8. OFFICIAL MAILING ADDRESS XXX Region Rd, Suite XYZ Somewhere, TX 99999-9999		9. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
<p align="center"><b>USER AGREEMENT</b></p> <p>I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.</p>			
IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training.    DATE (YYYYMMDD) 20040515			
11. USER SIGNATURE		12. DATE (YYYYMMDD) 20040721	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
13. JUSTIFICATION FOR ACCESS  Access to the all appropriate DESC Region Inventory Manager Applications is required in performance of official duties referenced in the DESC Employee Roles and Responsibilities Document. In addition to the normal DESC Region Inventory Manager Applications, user will also be required to input transactions via FES 02 application for DoDAACs UYXXXX, UYYYYY, UYZZZZ. See Block 27 for a listing of specific DoDAACs and Contact Number information required for FES and PORTS applications.			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.) N/A	
17. SUPERVISOR'S NAME (Print Name) MS Bertha Wunderwoman	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD) 20040721	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT DESC-AME	20a. SUPERVISOR'S E-MAIL ADDRESS Bertha.Wunderwoman@dla.mil	20b. PHONE NUMBER (713) 999-8888	
21. SIGNATURE OF INFORMATION OWNER/OPR AME TASO signs here		21a. PHONE NUMBER (703) 999-1111	21b. DATE (YYYYMMDD) 20040722
22. SIGNATURE OF IAO OR APPOINTEE IAO Signs here	23. ORGANIZATION/DEPARTMENT DESC-DCIS	24. PHONE NUMBER DSN: 888-2222	25. DATE (YYYYMMDD) 20040728

AP5.2. DD Form 2875; Example DESC, DESC Region Employee (Page 2)

EXAMPLE ONLY

26a. NAME (Last, First, Middle Initial) Goodman, Douglas R.		26b. SOCIAL SECURITY NUMBER 999-99-9999	
27. OPTIONAL INFORMATION (Additional information) DoDAACs Required for FES: All DoDAACs DoDAACs Required for FES-02: UYXXXX, UYYYYY, UYZZZZ Bulk PORTS Contract Numbers Required: All Americas East Contracts (Note: If user should only have access for specific contracts, list the contract numbers they need access for)			
<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>			
28. TYPE OF INVESTIGATION Enter Specific Type of Investigation		28a. DATE OF INVESTIGATION (YYYYMMDD) Enter Date investigation Completed	
28b. CLEARANCE LEVEL Enter clearance if applicable		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input checked="" type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name) Printed Name of Security Manager	30. SECURITY MANAGER TELEPHONE NUMBER Enter Phone Number	31. SECURITY MANAGER SIGNATURE Signature of Security Manager	32. DATE (YYYYMMDD) Date Signed
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>			
TITLE:	SYSTEM Fuels Automated System (FAS) Enterprise Ser	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

### **AP5.3. DESC, DESC Region Employee, DD Form 2875 Instructions and Example:**

**General:** All blocks must be completed according to the instructions on the back of the form and the following DESC specific supplemental instructions. The form should be typed; however, if hand-written ensure writing is clearly legible.

#### **Top of Form**

Line 1/First Box: Place an “X” in the appropriate box to indicate type of request, “Initial” “Modification” or “Deactivate.” If the requestor already has access to a DESC AIS, enter the User ID. Note: DD Form 2875 need not be completed if the user only needs to add or delete DoDAACs or permissions from their AIS user account. Refer to section 3 instructions for modification of an existing user account.

Line 1/Second Box: Enter the date of the request.

Line 2/First Box: Enter the DESC automated information system(s) for which access is required. Use Block 13 if additional room is needed.

Line 2/Second Block: Enter “N/A”

#### **Parts I and II:**

Block 6: Must be the e-mail address of the system user/requestor. The DESC AIS Account Administrator will e-mail the User ID and initial logon password to the user. Note: You must have a “.mil” or “.gov” e-mail extension to obtain user ID and password for a DoD AIS.

Block 10: Enter appropriate status, Military or Civilian.

IA Training and Awareness Certification Requirement: Enter “X” in box and date IA training was completed. Training is required annually, thus completion date must be current (completion within last year of system access request date).

Blocks 11 and 12: Requestor must sign the form to certify personal information is correct, completion of the IA Training and Certification, and to acknowledge understanding of Rules of Behavior regarding use of a DoD AIS. Enter the date the SAAR is signed in block 12.

Block13:

a. Use this block to list DESC AIS applications required (see appendices 8 or 9) and a brief justification of the requirement. (I.e. user will process DESC fuel transactions, user is required to order fuel off DESC contracts, or user is required to validate DESC fuel purchases, etc.). As a minimum, block 13 (block 27 if needed) must include the following: Indicate if you are a fuel seller or fuel buyer; indicate DoDAACs or FEDAACs you need access to; if applicable, indicate service specific permissions you require, such as Navy Financial Obligation System download, AF Line of Accounting or OLVIMS downloads, etc.; If you use PORTS to order fuel, indicate the contract and CLIN numbers you order fuel off.



b. Block 27 should be used when additional information such as a DoDAACs and fuel delivery contract information is required. (E.g. access to Bulk PORTS requires the activity DoDAAC and Contract number(s), and access to Ground PORTS requires the activities DoDAAC and contract line item numbers in order to properly set up the user's account.)

Block 14: All field level users must check "Authorized"

Block 15: "UNCLASSIFIED" must be checked.

Block 16: Supervisor must check the box certifying the user's need to know.

Blocks 17-19: Must be completed by the user's supervisor.

Blocks 21-21b: Must be completed by the organizations Terminal Area Security Officer (TASO). Note: Different persons must complete and sign blocks 17-19 and 21-21b. If the TASO is also the user's immediate supervisor, then another person in the user's chain-of-command must sign as the supervisor.

Blocks 22-25: Leave blank since these blocks must be completed by the DESC IAO.

Block 27: Must be used to enter additional information required to establish the user's account. For example the FES and PORTS applications require DoDAACs and fuel delivery contract information {Contract number for Bulk PORTS and contract line item number (CLIN) for Ground PORTS} for which the user is responsible. Enter the contractor employee's contract information as specified in the example.

**Note: New DESC employees that will require computer equipment for their workstation must indicate in block 27 that standard computer workstation equipment is required. Also indicate if the new employee will work off site or Telework, and will require a laptop and docking station.**

### **Part III:**

Blocks 28-32: Must be completed by the Region Security Manager. Enter the specific type of investigation completed, date investigation was completed, clearance level if applicable, and IT Level the individual is eligible for in blocks 28a-28d. Enter the printed name and complete telephone number of the person verifying documentation of the background check in blocks 29-30. The person verifying the background investigation must sign block 31 and enter the date of the signature in block 32.

**Part IV:** Leave blank, will be completed by the DESC AIS administrator

**Submit completed SAAR to the sponsoring DESC Region or Commodity Business Unit (CBU) TASO. The TASO will forward SAARS to the J6F POC shown in Appendix 7. Inquiries regarding status of SAARs should be directed to the DESC Region or CBU TASO, or to the BSM-E Helpdesk at [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil). A listing of DESC TASOs is available at [http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20\(Aug%2005\).pdf](http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20(Aug%2005).pdf)**

## Appendix 6

### DLAH Form 1728 Instructions and Example

AP6.1. The blocks identified below are mandatory and the information for each block must be typed or hand scribed in legible print. Attach this form to the DD Form 2875.

**Block 1-8:** The information requested for these blocks is self-explanatory and applies to the individual requiring system access.

**Block 9:** Enter the name of the company the requestor works for.

**Block 10:** Enter the name of the contracting activity sponsoring the requestor's company. (I.e. DESC-F, DESC-B, etc.)

**Block 11:** Enter the required IT Level for the system access required by the requestor. (Reference Paragraph 1.2.1 above) *Note: Check the "Privacy Act Data" block if individual is responsible for entry of Privacy Act information entry into a system.*

**Block 12:** Enter the contract number.

**Block 13:** Enter the date the contract expires.

**Block 14:** Check appropriate box only if a DLA HQ complex badge is required. If a HQ Complex badge is not required, enter "Badge not required" in the upper right corner of Block 14.

**Block 15a:** Check the "YES" box only if access to classified information is required in performance of official DESC duties. Most contractors will not require access to classified information and must check the "NO" box.

**Block 15b:** Enter the level of access/classification if the "YES" box was checked in block 15a. Otherwise leave block 15b blank.

**Block 16a:** Requestor must sign this block.

**Block 16b:** Date requestor signed the form.

**Block 16c:** Requestor's voice phone number.

**Block 16d:** Requestor's complete e-mail address

**Block 17a:** Typed/printed name of DLA or DESC sponsor of contract.

**Block 17b:** Name of activity or organization the sponsor works for.

**Block 17c:** Signature of the contractor sponsor.

**Block 17d:** Date sponsor signed the form.

**Block 17e:** Phone number of sponsor.

**Block 17f:** Complete e-mail address of sponsor.

**Part II.** This section must be completed by the Personnel Security Office Specialist for DESC/DLA sponsored contracts.

**Submit completed DLAH Form 1728 to the appropriate DLA Personnel Security Specialist shown below and in Appendix 7.**

**DLA Personnel Security Office Specialist Information:**

**CONUS: Email:** [Carol.Ferguson@dla.mil](mailto:Carol.Ferguson@dla.mil)

DSN : 427-7146

Commercial : (703) 767-7146

FAX : 427-4202

Commercial : (703) 767-4202

**O-CONUS Pacific and Alaska:**

**Email:** [jeffrey.ahn@pacific.dla.mil](mailto:jeffrey.ahn@pacific.dla.mil)

DSN: 473-4246

Commercial: (808) 473-4246

FAX: 473-4238

Commercial: (808) 473-4238

**ADDRESS:**

DLA Enterprise Support Pacific

ATTN: Jeffrey Ahn

1025 Quincy Ave

Bldg 479, Suite 2000

Pearl Harbor HI 96860-4512

**O-CONUS Europe and Middle East: Email:** [Richard.Norman@europe.dla.mil](mailto:Richard.Norman@europe.dla.mil)

DSN: (314) 338-7534

Commercial: 011.49.611.380.7534

FAX: (314) 338-7649

Commercial: 011.49.611.380.7649

**ADDRESS:**

DLA Enterprise Support Europe


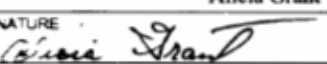
ATTN: Office of Public Safety (Mr. Norman)

CMR 443, Box 1300

APO AE 09096-1300

AP6.2. DLAH Form 1728; Example

EXAMPLE ONLY

REQUEST FOR HQC CONTRACTOR BADGE AND/OR INFORMATION TECHNOLOGY (IT) ACCESS					
<b>PRIVACY ACT STATEMENT</b>					
<b>AUTHORITY:</b>		10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; E.O. 9397 (SSN); E.O. 10450 (Security Requirements for Government Employees); and DLA Privacy Act System Notice S500.50, available at <a href="http://www.defenseink.mil/privacy/notices/dla/">http://www.defenseink.mil/privacy/notices/dla/</a> .			
<b>PRINCIPAL PURPOSE(S):</b>		Information is collected to allow us to issue you a building badge. The badge is used to control access to and movement on DLA installations, buildings, or facilities.			
<b>ROUTINE USES:</b>		Information you provide may be disclosed for any of the Routine Uses published by DoD at <a href="http://www.defenseink.mil/privacy/notices/blanket-uses.html">http://www.defenseink.mil/privacy/notices/blanket-uses.html</a> . Contact the system manager or your local Privacy Act Officer for further details.			
<b>DISCLOSURE:</b>		Disclosure is voluntary. However, failure to provide the requested information will result in our inability to issue you a badge or grant you access to DLA installations, buildings, or facilities.			
<b>PART I - TO BE COMPLETED BY SPONSOR/CONTRACTOR</b>					
IT Contractors must meet the security requirements in accordance with DoD Directive 8500.1, Information Assurance; DoD 5200.2-R and DLA 5200.11, Personnel Security Program security requirements. IT I contractors must have a favorable Single Scope Background Investigation (SSBI). IT II must have a favorable National Agency Check with Law and Credit Checks (NACLC), and IT III contractors must have a favorable National Agency Check (NAC). ALL OTHER CONTRACTORS MUST HAVE A FAVORABLE NAC FOR BUILDING ACCESS. Contractors must frequent the HQC a minimum of 3 times per week to be eligible for a badge.					
1. NAME (Last, First, MI) Frost, Jack C.		2. SSN 999-99-9999		3. DATE OF REQUEST 12/16/2004	
4. DATE OF BIRTH 01/16/1952	5. PLACE OF BIRTH Lebanon, SC	6. EYE COLOR Br	7. HAIR COLOR Br	8. HEIGHT 6'2"	
9. COMPANY NAME Intercontinental Fuel Terminals, Inc		10. CONTRACTING ACTIVITY/SPONSOR DESC-FP		11. INDICATE ACCESS LEVEL <input type="checkbox"/> IT I <input type="checkbox"/> IT II <input checked="" type="checkbox"/> IT III <input type="checkbox"/> UE	
12. CONTRACT NUMBER SPO600-0-D-XXXX		13. DATE CONTRACT EXPIRES (MMDDYYYY) 12/31/2005		<input type="checkbox"/> PRIVACY ACT DATA	
14. REASON FOR ISSUANCE ("X" appropriate block) <input type="checkbox"/> a. INITIAL ISSUE <input type="checkbox"/> b. RENEWAL (Expired badge must be turned in.) <input type="checkbox"/> c. LOST <input type="checkbox"/> d. STOLEN <input type="checkbox"/> e. DESTROYED <input type="checkbox"/> f. NAME CHANGE (Documentation required. Old badge must be turned in.)					
NOTE: Clearances required for access to classified material and/or information are to be requested through the Contractor's Cognizant Security Agency (CSA) and granted by the Defense Industrial Security Clearance Office (DISCO).			15a. IS ACCESS TO CLASSIFIED INFORMATION REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
			15b. LEVEL OF ACCESS REQUIRED: <input type="checkbox"/> TOP SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> CONFIDENTIAL		
<b>16. CONTRACTOR</b>					
a. SIGNATURE OF CONTRACTOR 		b. DATE SIGNED 12/16/2004		c. TELEPHONE NUMBER (210) 999-9999	
d. EMAIL ADDRESS Jack.C.Frost@intercontinental.com					
<b>17. SPONSOR</b>					
a. NAME Alicia Grant		b. ACTIVITY DESC-FP			
c. SIGNATURE 		d. DATE SIGNED 12/17/2004		e. TELEPHONE NUMBER (703) 888-9999	
f. EMAIL ADDRESS Alicia.Grant@dla.mil					
<b>PART II - TO BE COMPLETED BY SECURITY</b>					
18a. TYPE OF INVESTIGATION		b. DATE INITIATED		c. DATE COMPLETED	
(1) NAC / NACI / PRS				20a. BADGE NO:	
(2) NACLC				b. ISSUE DATE:	
(3) SSBI / SBPR				c. EXPIRATION DATE (4 months for an initiated investigation, and length of contract (NTE 1 year) for completed investigation):	
18d. CITIZENSHIP <input type="checkbox"/> U.S. <input type="checkbox"/> NON - U.S. <input type="checkbox"/> DUAL CITIZEN					
19. SIGNATURE OF PERSONNEL SECURITY SPECIALIST		DATE SIGNED		21. SIGNATURE OF ISSUING OFFICIAL	
				DATE SIGNED	

## Appendix 7

### DESC Sponsor / Service Representative / DLA Personnel Security Specialist Information *Service Representatives and Other Non-DoD DESC Sponsor Information*

**Air Force:** E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-4954 Commercial: (703) 767-4954

FAX: 427-8795 Commercial: (703) 767-8795

**Army:** E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-4954 Commercial: (703) 767-4954

FAX: 427-8795 Commercial: (703) 767-8795

**Navy:** E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-4954 Commercial: (703) 767-4954

FAX: 427-8795 Commercial: (703) 767-8795

### **FEDCIV Agencies, Vendors, and all Other Non-DoD DESC AIS Users:**

E-mail Address: [DESC-TB@dla.mil](mailto:DESC-TB@dla.mil)

DSN: 427-4954 Commercial: (703) 767-4954

FAX: 427-8795 Commercial: (703) 767-8795

### **DESC Ground Fuel Customers (Not Capitalized Contract Line Items) Requiring Ground PORTS Application:**

E-mail Address: [desc.ddtechteam@dla.mil](mailto:desc.ddtechteam@dla.mil)

DSN: 427-8488 Commercial: (703) 767-8488

FAX: 427-8506 Commercial: (703) 767-8506

**DESC Region, Office, and CBU Employees and Sponsored Contractors: Should forward their 2875 to their appropriate DESC Sponsors. The sponsor will forward the SAAR to the appropriate Region, Office, or CBU TASO for screening and processing. The TASO will in turn forward the SAAR to the J6F Representative shown below. A listing of DESC TASOs is available at**

[http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20\(Aug%2005\).pdf](http://www.desc.dla.mil/DCM/Files/J6F%20TASO%20IDENTIFICATION%20LIST%20(Aug%2005).pdf)

### **J6F Information Assurance Team:**

E-mail Address: [desc.security@dla.mil](mailto:desc.security@dla.mil)

DSN: 427-0749 Commercial: (703) 767-0749

FAX: 427-3291 Commercial : (703) 767-3291

**DLA Personnel Security Office Specialist Information:**

**CONUS: Email:** [Carol.Ferguson@dla.mil](mailto:Carol.Ferguson@dla.mil)

DSN : 427-7146

Commercial : (703) 767-7146

FAX : 427-4202

Commercial : (703) 767-4202

**O-CONUS Pacific and Alaska:**

**Email:** [jeffrey.ahn@pacific.dla.mil](mailto:jeffrey.ahn@pacific.dla.mil)

DSN: 473-4246

Commercial: (808) 473-4246

FAX: 473-4238

Commercial: (808) 473-4238

ADDRESS:

DLA Enterprise Support Pacific

ATTN: Jeffrey Ahn

1025 Quincy Ave

Bldg 479, Suite 2000

Pearl Harbor HI 96860-4512

**O-CONUS Europe and Middle East: Email:** [Richard.Norman@europe.dla.mil](mailto:Richard.Norman@europe.dla.mil)

DSN: (314) 338-7534

Commercial: 011.49.611.380.7534

FAX: (314) 338-7649

Commercial: 011.49.611.380.7649

ADDRESS:

DLA Enterprise Support Europe

ATTN: Office of Public Safety (Mr. Norman)

CMR 443, Box 1300

APO AE 09096-1300

## Appendix 8

### Field User Roles and Responsibility Matrix

#### AP8.1 Field User Category/User Profiles Associated with User's Roles and Responsibilities:

- DESC Stock Point Personnel
- Command Level Staff and Management
- Unit Level Resource Advisors, Wing Refueling Document Control Officers, Financial Personnel
- Budget Managers
- Non-DOD and Foreign Military Customers
- Non-Capitalized Ground Fuel Delivery Contract Line Item Customers
- DoDAAC Group Permission Codes

#### AP8.2 DESC Stock Point Personnel

*Note: User may need more than one application and/or associated permission set to perform job responsibilities.*

Use Profile	Job Responsibility related to System Access	Application Required	Associated Application Permission Codes
<b>Fuel Seller Read/Write Restricted</b> to only the DoDAACs the individual is responsible for. (DFSP Processes using the Base level Support Application [BSLA]) BSLA v1 = FCC BSLA v2 = FMD	Process transactions to FES; download Reject/Error File from FES and correct errors; view FES product ledgers and transaction data	FES	AMRW, IARO, IMRO
	Place Fuel Orders off PC&S Contracts and modify submitted orders	FES	SCHE
	Submit Weekly 1884 Reports	FES	R188
	View, download and submit Non-DoD Fuel Sales report to DESC-RR	FES	NOND
	View Air Force Line-of-Accounting Table (all FP DoDAACs)	FES	SMSR
	View Bulk Contract Invoice Data and receive Email notifications	Bulk PORTS	
	View PC&S Contract Invoice Data and receive Email notifications	Ground PORTS	
	FMD Site/System Administrator Module (FMD sites only)	FMD	Site Administrator Permission
<b>Responsible Officer/Property Administrator, Fuel Manager, Read Only</b>	View Product Ledgers and FES transaction data; view Rejects	FES	IARO, IMRO, AMRO
	View Air Force Line-of-Accounting Table	FES	SMSR
	View, download and submit Non-DoD Fuel Sales report to DESC-RR	FES	NOND
	View Bulk Contract Invoice Data and receive Email notifications	Bulk PORTS	
	View PC&S Contract Invoice Data and receive Email notifications	Ground PORTS	
<b>Fuel Seller Read/Write Restricted to FES 02 Processing DFSPs only</b> and to the individuals who are responsible for input of transactions for the DoDAAC. (Process via FES-02)	Process transactions to FES via FES-02; correct errors and reverse invalid transactions on line in FES; view FES product ledgers and transaction data	FES	AMRW, IARO, IMRO; DFSP
	Place Fuel Orders off PC&S Contracts and modify submitted orders (not required by most FES-02 sites)	FES	SCHE
	Submit Weekly 1884 Reports	FES	R188
	View, download and submit Non-DoD Fuel Sales report to DESC-RR	FES	NOND
	View Air Force Line-of-Accounting Table (all FP DoDAACS)	FES	SMSR
	View Bulk Contract Invoice Data and receive Email notifications	Bulk PORTS	
	View PC&S Contract Invoice Data and receive Email notifications (not required for most FES-02 users).	Ground PORTS	



### AP8.3, Unit Level Resource Advisors, Refueling Document Control Officers, Financial Personnel

User Profile	Job Responsibility related to System Access	Application Required	Associated Application Permission Codes
Unit Resource Advisors/RDCO/Finance Personnel (All DoD, FED Civ and other customers)	View fuel purchase summary and transaction detail, query system of fuel transaction detail; download transaction detail reports	FES	AMRO
	Validation of fuel purchase obligations; on-line challenges for invalid DoD location purchases that have not billed	FES	AMRW
	View Air Force Line-of-Accounting Table (Read Only all FP Series DoDAACs)	FES	SMSR
	Responsible for updating/maintaining the Air Force Ground Fuel Line of Accounting Table (Write Privilege- for DoDAACs loaded to user account). <b>This permission requires a minimum IT Level II Clearance.</b>	FES	SMAS
US Navy and Marine Corp Obligation Data Download	Download Obligation Data File for import to ASKIT	FES	ASKI
	Download Obligation DataFile for import to STARS-FL (Fast Data format)	FES	STAR
	Download Obligation Data File for import to DWAS	FES	DWAS
Air Force Vehicle Management, OLVIMS Program	Download OLVIMS Data file for import to the OLVIMS Program	FES	OLVR

### AP8.4, Command Level Staff and Management Personnel

User Profile	Job Responsibility related to System Access	Application Required	Associated Application Permission Codes
Command Level Fuels Managers	View Product Ledgers and FES transaction data; view Reject Table	FES	IARO, IMRO, AMRO
	View Non-DoD Fuel Sales report	FES	NOND
	View Air Force Line-of-Accounting Table	FES	SMSR
	Receive and monitor Command Wide/Service Wide fuel inventory/fuel movements data reports	FES	DISC
Command Level Financial Managers	View fuel purchase summary and transaction detail, query system of fuel transaction detail; download transaction detail reports	FES	AMRO
	View Air Force Line-of-Accounting Table (Read Only all FP Series DoDAACs)	FES	SMSR
	Responsible for updating/maintaining the Air Force Aviation Fuel Line of Accounting Table (Write Privileges for DoDAACs loaded to user account). <b>This permission requires a minimum IT Level II Clearance.</b>	FES	SMAS
	Receive and Monitor Command Wide/Service Wide fuel consumption data reports	FES	DISC
Command Level Manager Multiple DoDAACs	Require FES read only access for all US Army DoDAACs	FES	AARD
	Require FES read only access for all US Navy/Marine Corp DoDAACs	FES	ANVD
	Require FES read only access for all US Air Force DoDAACs	FES	AAFD
	Require FES read only access for all DoDAACs	FES	ALLD
	Require FES read only access for all Non-DoD customer accounts	FES	ANDD

## AP8.5 Budget Managers

<i>User Profile</i>	<i>Job Responsibility related to System Access</i>	<i>Application Required</i>	<i>Associated Application Permission Codes</i>
<b>Command Level Budget Managers</b>	Required to load a Budget in the FES	FES	BMRW
	View FES Summary Reports, transaction detail, and download FES reports	FES	AMRO
	Receive and monitor Command Wide/Service Wide fuel inventory/fuel movements data reports	Discoverer	
<b>Unit Level Budget Managers</b>	Required to load a Budget in the FES	FES	BMRW
	View FES Summary Reports, transaction detail, and download FES reports	FES	AMRO

## AP8.6 Non-DoD and Foreign Government Customers

<i>User Profile</i>	<i>Job Responsibility related to System Access</i>	<i>Application Required</i>	<i>Associated Application Permission Codes</i>
<b>All Non-DoD Federal, State and Local Government, Foreign Government, and Commercial fuel customers)</b>	View fuel purchase summary and transaction detail, query system of fuel transaction detail; download transaction detail reports (Read only)	FES	AMRO
	Validation of fuel purchase obligations; on-line challenges for invalid DoD location purchases that have not billed (Read & Write Permission)	FES	AMRW

## AP8.7, Non-DESC Capitalized Direct Delivery Ground Fuel Contract Line Item Customers

<i>User Profile</i>	<i>Job Responsibility related to System Access</i>	<i>Application Required</i>	<i>Associated Application Permission Codes</i>
<b>DESC Direct Delivery Ground Fuel Contract Customer (Non-Capitalized CLINs)</b>	Place Ground Fuel orders off DESC Non-Capitalized PC&S Contract Line Numbers and verify/accept the Vendor Invoice in Ground PORTS.	Ground PORTS	

## AP8.8, DoDAAC Group Permission Codes

<i>User Profile</i>	<i>Job Responsibility related to System Access</i>	<i>Application Required</i>	<i>Associated Application Permission Codes</i>
<b>Army Command Level</b>	Requires view only access to all Army DoDAAC Accounts	FES	AARD
<b>Air Force Command Level</b>	Requires view only access to all Air Force DoDAAC Accounts	FES	AAFD
<b>Navy and Marines Command Level</b>	Requires view only access to all Navy and Marines DoDAAC Accounts	FES	ANVD
<b>Non-DoD Organization Level Managers</b>	Requires view only access to all Non-DoD DoDAAC Accounts	FES	ANDD
<b>Joint Command Level</b>	Requires view only access to all DoD DoDAAC Accounts	FES	ALLD

AP9: [DLA, DESC and DFAS Employee Roles and Responsibilities \(Excel Spread Sheet\)](#)

**Appendix 10:**  
General Rules of Behavior for AIS Users

November 2004

**Defense Logistics Agency (DLA)**

**Information Assurance (IA): General Rules of Behavior**

**Introduction**

The Rules of Behavior delineate the responsibilities and expectations of all individuals with access to DLA Information Technology (IT) systems. All individuals will review and provide a signature (hardcopy or digital) or electronic verification to these rules prior to being granted access to the DLA Local Area Network (LAN). These Rules of Behavior will be reinforced within the context of annual Information Assurance training for the DLA workforce.

*What is the purpose of the Rules of Behavior?*

These Rules of Behavior, which include Privileged User Rules of Behavior and DLA Secret-Wide Area Network User Rules of Behavior, were established to hold users accountable for their actions and responsible for securing Government data and resources.

*What are Rules of Behavior?*

Rules of Behavior summarize laws and requirements from various Department of Defense (DOD) and DLA policies in regards to authorized DLA IT system use. Rules of Behavior establish standards of conduct that are vital in the establishment of a sound IA program. The Rules of Behavior highlight the need for users to understand that taking personal responsibility for securing DLA IT resources is an essential part of their mission.

*Who is covered by these rules?*

The General Rules of Behavior apply to the DLA workforce (civilian, military, and contractor) with access to DLA IT systems. This DLA workforce should be fully aware of, and comply with DLA security policies as well as related DOD policies.

*What are the penalties for Noncompliance?*

Noncompliance with these rules will result in sanctions being imposed on an individual(s) commensurate to the level of the infraction(s). Depending on the severity of the violation, sanctions may range from a verbal or written reprimand, removal of IT system access for a specified period of time, reassignment to other duties, or termination. Misuse of Privacy Act, sensitive, and/or classified data may result in civil and criminal charges and/or fines.

**General Rules of Behavior**

Users will:

- Safeguard the information processed, stored, and transmitted on DLA IT systems from unauthorized or inadvertent modification, disclosure, destruction, and use. DLA IT systems are for official use and authorized purposes in accordance with DOD 5500.7-R, "Joint Ethics Regulation" ([http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)), section 2-301.

- Comply with safeguards, policies, and procedures to prevent unauthorized access to DLA IT systems.
- Comply with terms of software licenses and only use DLA-licensed and authorized software. Do not install single-license software on shared hard drives (or servers).
- Use DLA Internet access and electronic mail (e-mail) services for non-official purposes only under the following circumstances: 1) Usage does not adversely affect the employee's performance or accomplishment of the DLA or DOD mission and usage does not reflect adversely on DLA, DOD, or the Federal Government as a whole; 2) Usage will occur on breaks, lunch periods, and non-duty hours; and 3) Usage precludes any unnecessary costs or appearance of impropriety to the Federal Government.
- Not use DLA Internet access and e-mail services to:
  - Knowingly view, receive, or transmit material with pornographic content;
  - Conduct illegal activities and soliciting for personal gain;
  - Download copyrighted software without express permission;
  - Download without ensuring protection against viruses;
  - Misrepresent personal opinion as official information;
  - Knowingly distribute chain letters, extremist or terrorist material advocating the violent overthrow of the government and/or material or jokes that demean or ridicule others on the basis of race, creed, religion, color, sex, disability or national origin.
- Not engage in deliberate activities that overload network resources (e.g., downloading large music or video files). Network bandwidth consumption caused by such downloads may inhibit or prohibit network service to other users.
- Not share account passwords with anyone, including Personal Identification Numbers for Common Access Cards associated with Public Key Infrastructure.
- Recognize the accountability assigned to each User. Each user must have a unique ID to access the DLA LAN. Individual user activity is recorded, including Internet and Intranet sites and files accessed.
- Immediately report known or suspected incidents to the cognizant Information Assurance Manager in accordance with the DLA Computer Incident Response Guide.
- Log out prior to leaving his/her work area at the end of the day.
- Not modify automated screen-lock functions performed by the IT system.
- Scan files received from untrusted sources prior to opening them.
- Ensure compliance with the DLA Telework Policy <https://today.dla.mil/onebook/process/235.htm> if working from home. Authorized antivirus

software and client firewall software for the user's home computer may be downloaded from the following site: [http://www.cert.mil/antivirus/antivirus\\_index.htm](http://www.cert.mil/antivirus/antivirus_index.htm).

**NOTE:** In some cases, the user may **NOT** be able to download this antivirus software from home. If this is the case, the user may copy the software onto a compact disc while working from the office and install the software on the user's home computer.

- Label sensitive media and ensure that sensitive information is removed from hard disks that are sent out for maintenance.
- Not send sensitive information over the internet unless it has been encrypted (See, DLA IA Technical Controls One Book Chapter <https://today.dla.mil/onebook/process/330.htm>).
- If applicable, process classified data on classified IT systems only.
- Not use shared drives to relay Privacy Act data unless the data is password protected and the folder within the shared drive has access set up only for those authorized to access the data.
- Be cognizant of DLA IA policies.

DOD/DLA IT systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management purposes, to ensure protection against unauthorized access, and to verify security procedures, continuity planning, and operational security. Monitoring may include active attacks by authorized DLA personnel to test or verify adequate security controls are in place.

During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed on or transmitted via this IT system may be monitored.

I acknowledge receipt of the General Rules of Behavior, understand my responsibilities, and will comply with these provisions for DLA IT systems.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Electronic Verification of User

\_\_\_\_\_  
Organization/Field Activity



## **Appendix 11**

### **AP11.1 Annual Information Assurance Training**

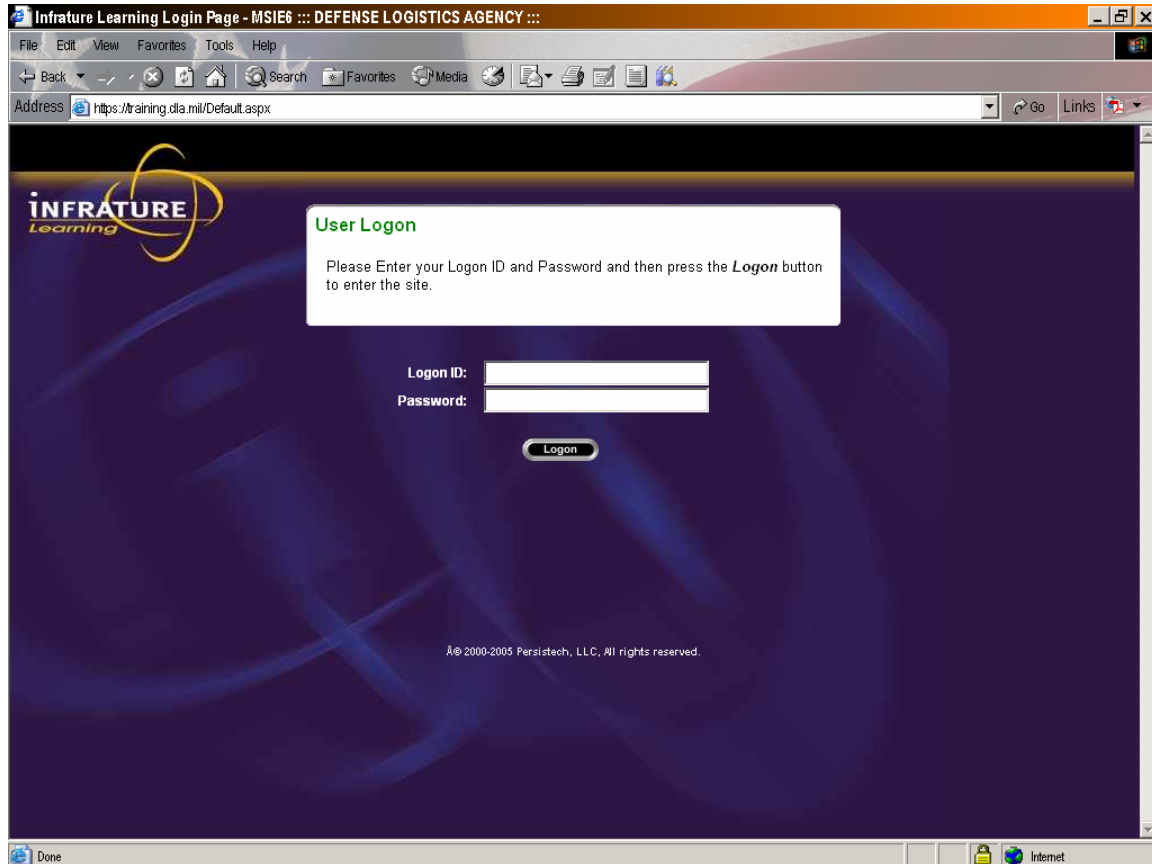


## **DEFENSE LOGISTICS AGENCY**

### **2005 DLA ANNUAL INFORMATION ASSURANCE (IA) AWARENESS TRAINING COURSE INSTRUCTIONAL GUIDE**

## 1. PROCEEDING TO THE COURSE LINK AND LOGGING-IN

To login and begin taking the course users proceed to the following link, <https://training.dla.mil>.



Enter your “DLA” e-mail address (e.g., john.doe@dla.mil) as your “**Logon ID**” john.doe@dla.mil

Next enter your first name in all “lower case letters” as your “**Password**” john

**NOTE:** Users with compound first names (e.g., Mary Anne Doe) will enter their “Password” as their full compound name with no spaces in between the names and all “lower case letters” (e.g., maryanne)

The training program will prompt the user through the appropriate steps required to complete the training.